



Christ The King Federation

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St Francis and St Joseph's Catholic Primary Schools  
Executive Headteacher: Mrs S. Ginzler-Maher

## Gifts and Hospitality Policy and Procedures

*Jesus said 'Love one another as I have loved you'*

St Francis School is a loving community, respecting every child and adult and caring for God's world, as we help each other to do our best and grow together in Christ.

*"Through our loving God, we follow in the footsteps of St. Joseph who helps us to be gentle, caring and hardworking. As we learn together, we love, value and welcome everyone."*

Each school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

## **Introduction**

It is important that the conduct of our Staff and Governors is beyond reproach and reflects the highest possible standards of probity and ethics. Their conduct should never lead anyone to suspect dishonesty or think that they may have been unduly influenced by gifts and hospitality.

### **1. The Aims of the Policy**

The aims of this policy are to ensure that:

- 1.1 Staff and Governors are clear that they must never receive gifts, hospitality or benefits of any kind from a third party that might be seen to compromise their personal judgment or integrity
- 1.2 The irresponsible receipt of gifts or excessive hospitality does not damage the Federation or either School's reputation and or lead to allegations of fraud and corruption. Donations to either School are a separate issue, and are not covered by this policy.
- 1.3 Staff and Governors are clear what are appropriate and acceptable items to be funded via the Hospitality code of the School Budget.

## **PROCEDURES**

### **2. Definitions**

A "gift" is generally any item or service that is received free of charge, but also includes any goods or services that a member of staff or Governor is offered at a discounted rate or on terms not available to the general public.

"Hospitality" is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.

### 3. Principles

- 3.1 Staff and Governors should always act with discretion and treat with caution any offers of gifts or hospitality. In particular, they should think about:
- the scale, amount, frequency and source of the offer
  - the timing of the offer in relation to forthcoming decisions
  - accepting could be misinterpreted as a sign of support or favour.
- 3.2 Staff can accept small token gifts and hospitality (defined as having a value of up to £30.00) without the approval of the Executive Headteacher. Gifts and hospitality of this nature do not need to be recorded in either school's gifts and hospitality register (see Appendix A). Examples include small tokens of thanks from parents or pupils to teachers or small promotional items from suppliers such as calendars, notepads and pens.
- 3.3 Any gift or hospitality that is more than just a token (defined as having a value of more than £30.00) should be considered as to its appropriateness by the individual and the Executive Headteacher.
- 3.4 All offers of gifts or hospitality that have a value of more than £30.00 must be recorded on the gifts and hospitality register, even if they are not accepted. Staff must complete a Gift and Hospitality Form (Appendix B) and return it to the School Business Manager, who will record any entries on the gifts and hospitality register for termly review by the Full Governing Body.
- 3.5 Staff or Governors who have any doubts about an offer of gifts or hospitality should refer the matter to the Executive Headteacher.
- 3.6 If staff, Governors or the Head have any concerns or doubts about the public perception that might be attached to accepting a particular gift or offer of hospitality, they should refer the matter to the Chair of the Governing Body.

- 3.7 Staff and Governors should never accept:
- cash or monetary gifts
  - gifts or hospitality offered to husbands, wives, partners, family members or friends
  - gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process
  - lavish or extravagant gifts or hospitality.
- 3.8 Where the offer of a gift or hospitality is politely refused but the giver persists in the offer, it should be referred to the Executive Headteacher. In such cases, it may be appropriate for the Executive Headteacher to discuss the offer with the Chair of the Governing Body and with the giver and to agree that the gift should be donated to a worthy cause.
- 3.9 If a staff member or Governor receives a gift on behalf of the school, the gift remains the property of the school.
- 3.10 No Governor is permitted to give a gift to a pupil at any time
- 3.11 When school staff wish to give gifts to pupils, i.e. at the end of a school term or year, this should be with the prior approval of the Executive Headteacher.
- 3.12 Disciplinary action may be taken against staff if they fail to follow this policy. Criminal action may be taken by the police if there is any evidence of fraud, bribery or corruption. It is wholly unacceptable for staff and Governors to solicit for their personal benefit gifts, hospitality or other benefits from organisations or individuals outside the school in the course of performing their duties.
- 3.13 Examples of when it may be proper to accept hospitality (always depending upon the particular circumstances) are as follows:

- attendance at conferences, events and demonstrations of equipment organised by outside bodies where there is a service interest.
- attendance at events or functions where there is a demonstrable need for either school to be represented to either give or to receive information or to participate as part of the Federation's corporate image.
- attendance at events or functions which are part of the civic, cultural or sporting life of the Federation.
- working lunches where this is an appropriate and effective way of conducting business and the refreshments provided are on a reasonable level.

#### **4 Items that may be funded from the School budget:**

4.1 From time to time it may be necessary to purchase gifts or hospitality from the School Budget.

- Milk, tea and coffee for staff and visitors
- Occasional gifts or items to the value of £30 ie for a member of staff on long-term sick leave
- Occasional free school meal for staff, ie during staff development days
- Food and/or refreshments provided for one off occasions ie staff retirement
- Occasional recognition of staff up to the value of £10 in token value

All of the above must be agreed with the Executive Headteacher prior to purchase and if in excess of £30 recorded on the gifts and hospitality register.

<b>Signed (Chair):</b>	<b>Name:</b> <b>Mr M. Catchpole</b>	<b>Date:</b> <b>04/04/2019</b>
<b>Signed (Executive Head):</b>	<b>Name:</b> <b>Mrs S. Ginzler-Maher</b>	<b>Date:</b> <b>04/04/2019</b>
<b>Next Review:</b> February 2020		

**Appendix A: Gifts and Hospitality Register**

School Name \_\_\_\_\_

**Gift and Hospitality Register**

For the Period \_\_\_\_\_ to \_\_\_\_\_

<b>Date</b>	<b>Gift / Hospitality</b>	<b>Donated By</b>	<b>Accepted</b>	<b>Destination E.G. Raffle</b>

Reviewed by Full Governing Body on \_\_\_\_\_

Signed By

Chair of Governors \_\_\_\_\_

## Appendix B : Gifts and Hospitality Form

Receiving benefits, gifts, rewards or hospitality in return for providing services (even if these services are part of a usual role) can be perceived as an inducement to show favour to a person or organisation in his or her official capacity. Staff are advised to decline such offers, but it is acknowledged that there may be occasions when this is not feasible.

If you have received or wish to declare a gift or hospitality please complete the details below and return to the School Business Manager as described in section 3.4.

Details of employee receiving gift or hospitality	
Full Name	
Job Title	
School Name	
Date of Declaration	
Signature	

Details of gift / hospitality	
Description	
Value/estimated value of gift or hospitality	
Purpose of the offer	
Person/organisation providing the gift or hospitality	
Relationship to the person/organisation offering the gift or hospitality	
Acceptance of gift / hospitality	Yes / No
Reason for acceptance	

Approved By	
Date	
Signature	
Name	
Position	

## Appendix C - Do's and Don'ts

Do's	Don'ts
Read and follow the guidance on gifts and hospitality	Accept any gifts or hospitality which have a value of more than £30 without the approval of the Executive Headteacher, or the Chair of Governors as necessary
Seek advice from the Executive Headteacher or Chair of Governors if you are in doubt	Accept gifts or hospitality in the immediate period before tenders are invited or during the tender process.
Record all offers of gifts and hospitality which have a value of more than £30 in the School's register, whether accepted or not	Accept cash or monetary gifts
Treat with caution any gifts or hospitality offered to you and think very carefully before accepting anything	Accept a gift or hospitality as an inducement or reward
Take into account what the public's perception would be in deciding whether or not to accept a gift or hospitality	Accept gifts or hospitality unconnected to your work, even if the hospitality is taken in your own time
Consider whether the offer is proportionate in deciding whether or not to accept hospitality from an outside body	Accept a gift or hospitality which you or a member of the public would think is lavish, extravagant or excessive, even if the hospitality is taken in your own time
Err on the side of caution when deciding whether to accept a gift or hospitality. If the thought of the acceptance makes you uncomfortable, do not accept	Accept gifts or hospitality offered to your husband, wife, partner, family member or friend
Consider paying for yourself if offered any hospitality by a supplier or third party	